



## Project Development & Support Ltd

30 Gritstone Road Matlock Derbyshire DE4 3GB

Tel: +44 (0)1629 57501 Fax: +44 (0)1629 584972

Email: [info@tenderingforcare.com](mailto:info@tenderingforcare.com)

VAT No. 716 0081 69

## Tendering and Procurement Practice

### The only accredited course for individuals engaged in tendering for public sector contracts

The **TaPP Course** is a substantial award, accredited by OCN at level 3 with a credit value of 6

The **TaPP Course** is offered by Project Development and Support Ltd. The course has been designed to complement and run alongside their **Tendering for care (TfC)** support services which provide information, training and advice to organisations tendering for public sector contracts.

The course has been developed over the past year and successfully piloted with the help and support of a number of organisations both large and small which included charities, umbrella bodies and Housing Associations

#### The TaPP Course is for:

- Senior Managers, Trustees and Directors in charities and charitable companies;
- Business Development Managers and those with the responsibility of tendering for public sector contracts;
- Staff in CVS, Voluntary Actions and similar umbrella bodies or federations whose role is to advise other organisations tendering for public sector contracts;
- Commissioning Officers who do not wish to pursue the CIPS awards;
- Managers in private sector companies seeking public sector contracts.

The **TaPP Course requires** a major commitment amounting to approximately 70/90 hours which includes some taught time and undirected work over a period of 20/25 weeks.

#### The TaPP Course can be delivered in either of two formats:

- by distance learning – this involves an induction session followed by eight telephone conferences, each at approximately 3 weekly intervals. The requirement is to interrogate materials which are provided, produce written work based on set tasks and to participate in and follow up the taught time and group session delivered by telephone conference;
- by arrangement as a taught course – this involves a national, local or umbrella organisation recruiting a group of between 8 and 12 students. The format and requirements are as for the distance learning course with the exception being that the group physically meets for an induction, followed by eight taught and group discussion sessions, each of around 2.5 hours.

The level of commitment and demands of the course are similar regardless of the format. The key difference being that the distance learning format does not require travel to a location, participation can be from the office or home. It is the responsibility of the student to ensure that they attend every session and complete each of the tasks set. Failure to attend a session or to attain a pass mark for any task means failure of the course as a whole. There is a limited



Registered in England & Wales No. 3545015 Registered Office as above



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amount of leeway is possible with regard to changing attendance at sessions, but only in exceptional circumstances and by prior arrangement.

**The TaPP Course** leads students on a journey through the principles and legislation to the impact this might have on the functioning of the organisation. The following are the learning outcomes for the course:

- an understanding of the principles that underpin all tendering and procurement;
- the current legislation and case law which governs tendering and procurement;
- procurement procedures and practice;
- the current legal climate and how this impacts upon tendering and procurement practice for organisations;
- the role of e-procurement in the tendering process;
- an evaluation of an organisation's suitability and ability to submit tenders;
- strategic planning for improvement in tender preparation;
- an understanding of how an effective tender may meet the requirements of procurement;
- the different models of consortia and how they may enable small organisations to benefit from tendering.

In addition to the necessary reference materials which are provided during the course, students receive a library of reference material on CD and have access to the "student zone" on the course website.

The course is arranged to ensure that those who have not engaged in this level of learning for some time and are returning to learning will be able to build up their confidence and skills during the early weeks. However, the course does not include a Skills for Life element, it assumes functional literacy, and a degree of computer literacy and ready access to the internet. Arrangements can be made to include students with disabilities.

### **Course fees include:**

- course materials;
- access to the "student zone" of information and materials on the course website;
- all tutorial costs;
- marking, moderation and verification costs;
- registration with OCNLR;
- certification for successful students;
- telephone conferencing fees – calls are charged at national rates;
- one year registration with the "graduate zone" of the course website to enable the ongoing sharing of experience.

### **Leadership and Management Funding**

**The TaPP Course** is registered with Business Link and as such there is a **possibility** of funding support under leadership and management development programme.

This funding is for Senior Managers in Private and franchise companies, also public and voluntary bodies employing between 5 and 249 people and is dependent upon the completion of personal development plan.



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For companies employing up to 250 people a grant of up to £1,000 may be available from the Leadership and Management Programme to cover some of the costs of the course including VAT. The first £500 is paid as grant. The second £500 of this £1,000 has to be matched, i.e if a course costs a total of £1,200, the grant of £500 is paid plus 50% of the remaining £700. The actual cost of the course to the employer is therefore £350.

Fees are paid by the student or employer with the approved grant amount being reimbursed on production of a receipted invoice.

The programme is administered by brokers on a regional basis. There are some regional differences, please contact us for more information and details of the named contact person in your region.

### Fees charged for the TaPP Course

Private companies and public sector employees	£1,250 + VAT = £1,437.50
Employees of Registered Charities	£ 990 + VAT = £1,138.50

Fees are due in full before commencing on the course

Whilst fees are not refundable in exceptional circumstances arrangements can be made for a student to re-join a later course, provided that the entire course is completed within one year of the date of the Induction session.

Alternative arrangements may be made for organisations in a limited number of locations to deliver the course in a taught format. Please contact us in order to discuss options.

Please contact us or further details:

telephone: 01629 57501

email: [director@tappocn.org.uk](mailto:director@tappocn.org.uk)

post : 30 Gritstone Road

Matlock

Derbyshire DE4 3GB

*The pilot course delivered by Tendering for Care in partnership with the OCNLR has been extremely useful in terms of cementing my 'on the job' experience of tendering and procurement practice with a theoretical knowledge base. The course is flexible and enables those in full time, busy roles to study towards the qualification in a way which works for them. The course materials are informative and diverse and the delivery of the course itself through the email and teleconferencing facility is well-organised, with the team at TFC clearly knowing their stuff! I would recommend this course to anyone who is interested in expanding their skills and knowledge in this area and would like to thank TFC for presenting me with this opportunity to continue my professional development." (Gemma Shepherd, Creative Support)*

*The course has provided a great opportunity for some members of the Business Development Team, to build upon their professional practice in the area of Tendering and procurement and in doing so been beneficial to the wider organisation". - Jeff Palmer (Head of Business Development, Dimensions UK).*

*The course is proving to be invaluable, it has enabled me to take my extensive practical experience and provided me with a far greater underpinning knowledge. This has already helped me considerably in my work." - Louise McInnes (Business Development Coordinator, Dimensions UK).*